

Special Meeting
Monday, June 20, 2011
9:00 am
Chowan County Public Safety Center
305 West Freemason Street

The Chowan County Board of Commissioners held their regular meeting on Monday, June 20, 2011 at 9:00am in the Chowan County Public Safety Center, 305 West Freemason Street Edenton NC. Present Vice Chairman Keith Nixon, Commissioners Ralph Cole, Jeff Smith, Emmett Winborne and John Mitchener. Staff Present Finance Officer Lisa Jones; County Manager Paul Parker and Board Clerk Susanne Stallings

Chairman Eddy Goodwin and Commissioner Ellis Lawrence were absent.

Vice Chairman Keith Nixon called the meeting to order.

Public Comment

Vice Chairman Nixon asked for public comment in accordance with NCGS 153A-52.1. There was none.

Consent Agenda

Vice Chairman Nixon presented the consent agenda

Recommended Budget Amendments

BA-1011-088

3343	Bldg Permits	\$12,000	Decrease in revenue from building permits (revenue overestimated)
4350	Bldg Inspections	\$ 1,233	Decrease expenditures for Inspections
4910	Planning	\$10,767	lease payments and Planning department expenses including salary and benefits

BA-1011-089

3432	Inmate Commissary	\$ 2,000	Decrease in revenue from inmate medical co-pay and commissary (revenue overestimated)
4320	Jail	\$ 2,000	Decrease expenditures for inmate commissary needs (expenditure overestimated)

BA-1011-090

3495	EFNEP	\$ 2,763	Decrease in revenue from EFNEP County matches (revenue overestimated)
4952	EFNEP	\$ 2,763	Decrease expenditures for EFNEP program expenses including salary & benefits

BA-1011-091

3834	Swain Rent	\$ 2,000	Decrease in revenue from Swain building rentals (revenue overestimated)
4266	Swain Bldg	\$ 2,000	Decrease expenses for Swain building maintenance including janitorial supplies and maintenance & repair of building and equipment

BA-1011-092

3839	Misc	\$14,000	Decrease miscellaneous revenue (revenue overestimated)
4240	Maintenance	\$14,000	Decrease expenditures lawn maintenance contracted services and utilities for DF Walker building (expenditures overestimated)

BA-1011-093

3531	DSS	\$90,000	Decrease in revenue for Social Services program reimbursement
5333	DSS	\$90,000	Decrease expenditures for Smart Start Day Care (expenditures overestimated)

BA-1011-094

Fund 51	Fund Balance Appropriated	\$ 2,500	Increase revenue for fund balance appropriation (balance 5/31/2011 \$49,925.60)
Fund 51	TDA	\$ 2,500	Increase expenditures for Edenton Music & Water Festival expenses

BA-1011-095

Fund 62	Fund Balance	\$ 3,000	Increase fund balance appropriated (balance 5/31/2011 \$444,501.66)
Fund 62	Solid Waste	\$ 3,000	Increase expenses to refund landfill fee for Chowan County water customers residing in Perquimans County paying landfill fee in Perquimans County

BA-1011-096

3612	Recreation	\$ 2,250	Increase revenue for private donations received for Bennett's Millpond repair
	Donations		
6130	Recreation	\$ 2,250	Increase expense to make necessary repairs to Bennett's Millpond from storm damage during Tropical Storm Nicole in October 2010

BA-1011-097

3616	Sr. Center	\$ 3,000	Decrease revenue for senior center registration fees (budget overestimated)
4268	Sr. Center	\$ 3,000	Decrease expenditures for senior center participant activities and trips

Commissioner Cole moved that the Board approve the consent agenda as presented. Mr. Parker noted that additional donations totaling \$2,250 were collected for the Bennett's Millpond project bringing the total donations to \$7,250. Being no further discussion, Vice Chairman Nixon asked for all in favor, the motion passed unanimously (5-0).

Public Hearing - 2011-12 Secondary Road Improvement Program

NCDOT representative, Sterling Baker presented the 2011-12 secondary road improvement program to the Board with a total anticipated allocation of \$297,539.55. Mr. Baker stated that improvements to Macedonia Rd (widen/resurface), spot stabilization and maintenance, and previous widening and resurfacing for Macedonia Rd. are included.

Commissioner Smith asked about the status of the bridge on Hwy 32. Mr. Baker stated that project is scheduled to be started in October 2012. Commissioner Smith asked about the Greenhall Rd. project. Mr. Baker stated that has been let to contract and he did not know of a completion date.

Commissioner Nixon inquired of the road behind MiTek.

Mr. Baker stated that that road belongs to the Town of Edenton and is not maintained by DOT.

Commissioner Smith moved to open the floor for a public hearing. Vice Chairman Nixon asked for all in favor, the motion passed unanimously (5-0).

Steve Lane, 723 McMullen Ave requested additional information on Macedonia Rd. He Stated that Macedonia Rd. is highly utilized for bicycling and bicycle events in Chowan County and the Town of Edenton. He asked how to make the road a designated bike route.

Mr. Baker explained that there is a bicycle section in Raleigh who designates bike routes and has the monies for signage. He stated he would provide the contact information for that division and could assist the county with a letter requesting review.

Commissioner Nixon stated that once the bicycle group is established he would want to meet with the group to discuss the designation of the road and send a joint request to Raleigh.

There was no further public comment.

Commissioner Smith moved to close the public hearing. Vice Chairman Nixon asked for all in favor, the motion passed unanimously (5-0).

Commissioner Winborne moved that the Board approve the secondary roads program. Vice Chairman Nixon asked for all in favor, the motion passed unanimously (5-0).

WHEREAS, the Chowan County Board of Commissioners, at their regular meeting on Monday, June 20, 2011, met with representatives of the North Carolina Department of Transportation; and,

WHEREAS, the DOT representatives presented the proposed Secondary Roads Improvement Program for 2011-12, including improvements as presented.

NOW THEREFORE BE IT RESOLVED, the Chowan County Board of Commissioners, by this Resolution, approves the 2011-12 Secondary Roads Program as submitted by North Carolina Department of Transportation.

Adopted June 20, 2011

Board Appointments

Social Services Board

The DSS Board has a vacancy effective June 30, 2011. The Board of Commissioners announced acceptance of applications for the vacancy. The Board reviewed four applications. Commissioner Cole moved that the Board appoint Darnell White. Vice Chairman Nixon asked for all in favor, the motion passed unanimously (5-0).

Finance Officer Report

Finance Officer Lisa Jones provided the Board with the following:

Cash Balance Summary and Cash and Investment Balance information for the month of April \$7,645,361 and May \$7,108,810. The Board reviewed investment balances, operating fund balances, capital reserve funds and capital project fund balances.

Chowan County Purchasing Policy

Ms. Jones presented a proposed revision to the purchasing policy for Chowan County. She stated the proposed amendment mirrors the general statute which requires construction or repairs totaling a cost of \$500,000 or more require the use of formal bidding. Construction or repairs from \$30,000 - \$500,000 require informal bidding. Anything less than \$30,000 may be made without competitive bidding.

The Board discussed the current policy which mirrored old statutes and the dollar amount was \$300,000. The Board discussed the ability to make the policy stricter than statutes allow but not less strict.

Commissioner Winborne moved that the Board table the proposed policy for a future meeting. Vice Chairman Nixon asked for all in favor, the motion passed unanimously (5-0).

Departmental Fund Balance Report

Ms. Jones provided the Board with a report as requested on fund balance for individual departments. The Board discussed that many of these fund balances are to be used only for specific purposes.

Manager Items

County Manager Paul Parker updated the Board on the following items:

Surplus property

Mr. Parker presented a request to declare property owned by the county as surplus. The subject property is located adjacent to the Soundside Rd. water tower and storage building. The total property is .44 acres. The proposed tax value of the property if deeded to a private individual or business would be estimated at \$8,800. A plat to separate the property from the original property was provided.

The Board inquired with Water Supervisor Nick Lories on his needs for the property.

Commissioner Nixon asked if the property is within a fall zone. He asked if there was any future need for expansion at the water tower site.

Mr. Lories stated that fall zones are not recognized in any code for water towers. He stated that the property is currently not in use. He stated that at the current time he does not have use for the property, however he would recommend that the County consider purchasing property on the opposite side of the lot to maintain for future expansion of the site as it is likely several years into the future there may be a need for expansion. He stated that a private individual on an adjoining lot inquired of this property to purchase and expand his lot.

The Board discussed the location of the existing right of way and the need for it to be included on the deed.

The Board decided to discuss the sale and terms in Executive Session later.

Contingency Funds for DSS Design

Mr. Parker discussed the design for DSS and stated he may talk with local firms to request a redesign of the project. He stated he would bring the matter back before the Board.

Timely and Important Matters

Lynn Hurdle-Winslow provided the Board members with information on the 50 year gala for COA and sponsorship/donor information.

Sheriff Goodwin stated his concern over mowing at the Public Safety Center and the appearance of the sidewalks and grass.

Mr. Parker stated he would address this with the mowers.

Commissioner Nixon stated he would like to continue to pursue leasing or utilizing the Jailers House and discuss this building more in the future.

Commissioner Smith moved that the Board enter into Executive Session in accordance with NCGS 143-318.11(a) (1), (3) & (5).

Vice Chairman Nixon asked for all in favor, the motion passed unanimously (5-0).

Executive Session

The minutes of the Executive Session are sealed.

Commissioner Mitchener moved that the Board close the Executive Session. Vice Chairman Nixon asked for all in favor, the motion passed unanimously (5-0).

Surplus Property

Commissioner Smith moved that the Board declare the property .44 acres beside Timmco Inc. owned by Chowan County as surplus. Additionally he added that the right – of –way would be better clarified at the time of sale of the property (sale of property would be decided at a later date). Vice Chairman Nixon asked for all in favor, the motion passed (4-1 Winborne).

Adjourn

Being no further business before the Board, the meeting was adjourned.

Vice Chairman
Keith Nixon

Clerk